Tenured and Tenure Track Faculty
CBA Tenured and Tenure Track Faculty Development Fund Request
2026-2027

CBA Article 18.16.1
The University will make available $1200 per fiscal year in faculty development funds for each tenured and probationary faculty member. The amount shall be pro-rated for faculty working less than full-time. Faculty development funds are intended to support meaningful professional growth and academic engagement. Funds may be used for travel, expenses, and purchases that enhance scholarship, teaching, and professional development that support tenure, promotion, and post-tenure review. The ***funds are not intended for general office supplies, standard computing equipment, furniture, or other routine operational expenses*** *typically covered by departmental or institutional budgets.* ***All spending must comply with applicable University policies.*** *Requests falling outside typical development-related uses may be submitted with justification for review. Unused funds will not be transferred or carried over into another fiscal year.*

- **All expenditures, including travel, require preapproval on this form.**
- Faculty Development funds are available for use from July 1 through June 30 for each fiscal year covered under the contract.
- Expenses must be incurred and reimbursed in the same fiscal year in which the funds are being requested. Reimbursement requests should be submitted prior to June 15.
- Expenditures should be made through the University (i.e. the department purchasing card, a purchase requisition/order, an A-19), in compliance with University and Purchasing policies and deadlines.
- All travel must adhere to University procedures and policies. Click on this link for additional information: CWU Travel Desk.
- Any assets purchased are the property of CWU and are required to be tagged and added to inventory in accordance with CWU's equipment capitalization guidelines. *If purchasing assets, please review policy CWU 701-03: State Property*. Equipment purchases must be preapproved by the appropriate division/department overseeing that type of equipment.
- Faculty development funds are not transferable to another faculty member or entity.
- **Unused funds will not be carried over into another fiscal year.**

Name (please print):

Rank:

Department:

FTE:

Amount being requested:

College:

Requested Items:

Travel Dates and Destination (if applicable):

Purpose and how it pertains to your professional development:

E-mail completed forms to your department secretary or fiscal staff and copy CBA_Faculty_Development@cwu.edu.
This form must be completed and approved prior to purchase.

Faculty Signature Date

Department Budget Review (Administrative Assistant/Fiscal Tech) Date

Department Chair Approval Date

College Dean Approval Date

Notes:

Most Common Allowable Expenses:

- Travel to a conference related to the faculty member's field of study.
- Annual membership/subscription to stay current in the faculty member's field of study.
- Books related to the faculty member's field of study.

Examples of Un-Allowable Expenses

- Repair/upgrade of **personal** equipment.
- Purchase of software (for exceptions, obtain approval from Information Services and allow 3-6 months for processing).
- Personal compensation.
- Cell phone allowances.
- Services agreements/contracts, such as Amazon Prime, internet service, other agreements.
- Office supplies.

For questions, reach out to cba_faculty_development@cwu.edu or Charlene Andrews at (509) 963-1271, charlene.andrews@cwu.edu.